

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**BUILDING SAFETY DIRECTOR
BUILDING SAFETY DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs responsible administrative and technical work supervising the enforcement of State and local building safety codes and housing ordinance. Employee serves at the pleasure of the City Manager.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for performing administrative, technical and supervisory work in the enforcement of City and State building codes and laws and housing ordinances as they apply to the building construction, electrical, mechanical and plumbing areas of the building trades. Work involves responsibility for planning, organizing, directing, and coordinating the activities of the Building Safety Department. Additional responsibilities include issuing building and land use permits, and handling complaints. Supervision is exercised over a staff of technical, plan review, inspections, and clerical subordinates. Considerable tact and firmness are required in dealing with property owners, designers, and contractors to review specifications and recommend changes to meet code requirements. The employee exercises considerable independent judgment in interpreting codes and in determining the compliance of buildings during construction and upon completion. Work is performed under limited supervision of the City Manager's Office; however, the employee is responsible for operational duties and daily activities. Work is evaluated in terms of the proper interpretation and application of code requirements and laws and the overall effectiveness of the department.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, organizes and directs activities of the Building Safety Department to include hiring, training, supervising and evaluating the work of subordinate employees.

Oversees building code and housing ordinance inspection and enforcement activities to ensure compliance with State and local regulations.

Approves and directs implementation of Departmental policies and procedures.

Directs and coordinates the activities of the inspections staff; plans work as necessary for those whose functions do not follow standard daily practices.

Supervises professional, technical and clerical personnel assigned to the Department.

BUILDING SAFETY DIRECTOR

Holds conferences with staff personnel to review procedures and explain objectives.
Directs periodic inspections of work activities to ensure compliance with instructions and to improve operating efficiency.

Reviews reports submitted by inspectors, plan reviewers, and clerical personnel.

Supervises the preparation of departmental records and periodic reports.

Investigates complaints pertaining to violations of the building codes and housing ordinances.

Coordinates and participates in a variety of meetings with City officials, administrators, employees, the general public and outside agencies to interpret and explain building codes and improve Department operations.

Develops departmental budget and monitors expenditures.

ADDITIONAL JOB FUNCTIONS

Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern building construction practices, materials, and equipment and of the various stages of construction when violations and defects should be observed and corrected.

Thorough knowledge of local and State inspection codes and laws.

Considerable knowledge of engineering principles as applied to the design and construction of a broad range of building structures and facilities.

Considerable knowledge of the current literature, trends, and developments in the field of building inspection and code enforcement.

General knowledge of the principles of supervision, organization, and administration.

Ability to plan, coordinate and supervise the work of subordinates.

Ability to read and interpret plans and specifications accurately and make comparisons with construction in progress.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships with contractors, the public, and property owners.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in architecture, engineering, construction management or a related field and 6 to 9 years of progressively responsible, related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

BUILDING SAFETY DIRECTOR

SPECIAL REQUIREMENTS

Possession of a Standard or Probationary level III certificate from the North Carolina Code Officials Qualification Board for building inspections. Possession of a Certified Building Official (CBO) certification from the International Code Council is highly desirable.

COMPETENCIES

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Intellectual Competency: Ability to think, learn and process information, solve problems, gather the necessary information and use math and reading skills appropriate to the job level.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict and perform as an effective team member.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities, and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Professional Conduct: Ability to exhibit personal conduct that demonstrates a commitment to public service; ability and maturity to react in a professional manner, both within and outside the organization.

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works and to think, learn and process information using appropriate processes, procedures, resources, and work or professional standards.

Salary Grade 26
Exempt